



COMDTNOTE 7 100

10 SEP 1998

COMMANDANT NOTICE 7 100

CANCELLED: 19 September, 1998

Subj: CH 3 TO THE FINANCIAL RESOURCE MANAGEMENT MANUAL (COMDTINST 7100.3A)

1. **PURPOSE.** This Notice establishes policies for: the acceptance of gifts; travel reimbursement from non-Federal sources; bequests and devises offered to the U.S. Coast Guard; their management once accepted; and management of the gift fund.
2. **ACTION.** Area and district commanders; commanders of maintenance and logistics commands; and commanding officers shall manage gifts to the Coast Guard in accordance with the provisions outlined herein.
3. **DIRECTIVES AFFECTED.** This Notice constitutes Change 3 to the Financial Resource Management Manual (FRMM). The following directives are affected:
 - a. Chapter IV-12 of the Accounting Manual; COMDTINST M7300.6 is superseded.
 - b. Gift Acceptance by Bands, Honor Guards and Drill Teams; COMDTINST 4001.1A is canceled.
4. **PROCEDURES.** Make the following changes to the Financial Resource Management Manual (FRMM):

Remove and insert the following pages:

Remove

Table of Content p. i thru ii

p. 5-iii thru p. 5-iv

p. 5-67 thru p. 5-69

Insert

Table of Contents p. i thru ii

p. 5-iii thru 5-iv

p. 5-67 thru 5-82

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B		8	20*	1			11	11	1	1	22	11	22	11	11	1	22	11	5	11	1	22	11	1	11	11
C	1	1	1	1	1	1																				
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5 SUMMARY OF THE CHANGES. The following is a summary of the major changes. This Notice:

- a. Removes gift acceptance policies and procedures from COMDTINST 7300.6, Accounting Manual.
- b. Updates policies for management of gifts to the Coast Guard.

6 EFFECTIVE DATE This notice is effective upon receipt.


W. H. CAMPBELL
Director of Finance and Procurement

Encl: (1) Change 3 to COMDTINST M7100.3A

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d.. Appropriations Managers..

- (1) Monitor expired fund balances.. Take action to preclude Anti-Deficiency Act violations for the appropriation.
- (2) Resolve all issues involving payments or increases to obligations for closed accounts ((see paragraph V.1.c.)).
- (3) Resolve issues involving increases to obligations that cannot be resolved at lower levels of the organization.

e.. Finance Center..

- (1) Provide reports of open documents to ATU,, AFC Project Target Officers and Appropriation Managers to allow the officials to fully carry out their expired funds management responsibilities.
- (2) Establish procedures for adjusting DAFIS records involving expired funds..

f.. Inventory Control Points/Yard..

- (1) Provide reports of open documents to ATU,, AFC Project Target Officers and Appropriation Managers to allow the officials to fully carry out their expired funds management responsibilities.
- (2) Establish procedures for adjusting applicable accounting records involving expired funds..

5. Closed Accounts.

As explained in paragraph V.1.c.. accounts are generally closed for obligation or expenditure as of 1 October of the 5th fiscal year after the period of availability for obligation. After the period of availability expires,, adjustments to obligations and expenditures must be charged to the current appropriation. Furthermore, there is a limitation of 1% on use of the current appropriation and a special appropriation code that must be cited. For these reasons the Appropriations Manager shall resolve all issues involving payments or increases to obligations for closed accounts..

W. GIFTS

1. Overview of Gifts Requests and Devices.

- a.. Coast Guard personnel often encounter circumstances within the day-to-day conduct of their official duties where gifts are offered to them personally or to their command. Without specific statutory authority, gift acceptance which benefits a Coast Guard unit may constitute an illegal augmentation of the agency's appropriation. Depending upon the nature of the gift and the purpose for which it is intended, gifts to the Coast Guard may be accepted pursuant to the agency's delegated authority under one or more of the following statutes: 5 U.S.C. § 7342 (receipt and disposition of foreign gifts and decorations); 10 U.S.C. § 2601 (Coast Guard General gift fund); 14 U.S.C. § 92(d) and (f) (gifts of lands and or vessels for official Coast Guard duties and functions); 14 U.S.C. § 93(h) (gifts of vessels, aircraft and vehicles for official Coast Guard duties and functions); and 49 U.S.C. § 326 (general Department of Transportation gift acceptance authority). The statutes, regulations and delegations of authority governing acceptance of gifts generally apply to donations through bequests and devises as well.
- b.. This section addresses offers of gifts, including travel and travel reimbursements, bequests and devises to THE COAST GUARD. This section does not address gifts to individuals. COMDTINST M5370.8 (series), Standards of Conduct, governs gifts offered to individuals. This instruction does not cover gifts accepted under provision of Commandant Instruction 5791.11 (Series) (Relations with the Coast Guard Academy Alumni Association (CGAA), the Coast Guard Academy Foundation (CGF) and the Coast Guard Academy Parents Association (CGAPA)).
- c.. No Coast Guard personnel, military or civilian, shall accept gifts to the Coast Guard including travel expenses from a non-Federal source except in compliance with this manual.

2. Gift Acceptance Authority.

a.. Director of Finance and Procurement - Commandant
(G-CFP)..

- (1) Administers the acceptance and management of gifts for the Coast Guard.
- (2) Is authorized to accept all gifts on behalf of the Coast Guard and redelegate gift acceptance authority where the Coast Guard has this authority and the Commandant has delegated this authority to the Director of Finance and Procurement.

b.. Other Gift Acceptance Delegations. Table 5-1 establishes gift acceptance delegations other than for the Director of Finance and Procurement and establishes specific prohibitions..

TABLE 5-1
Gift Acceptance Delegations and Prohibitions

<u>TYPE OF AUTHORITY</u>	<u>DELEGATION</u>
Personal Property including cash and checks valued at \$5,000 or less (except Coast Guard Foundation, Coast Guard Academy Alumni and Coast Guard Alumni Parents Association gifts..	Area Commander and Chief of Staff MLC Commander and Deputy Commander District Commander and District Chief of Staff Superintendent and Assistant Superintendent of Coast Guard Academy
Domestic travel expenses for Coast Guard bands,, honor guards,, drill teams,, air show participants,, and personnel handling static displays..	Accepting Authority as above,, Commanding Officers of Headquarters and Maintenance and Logistics Command units with Legal Officers or Attorney advisors permanently assigned.
Personal Property including cash and checks valued less than \$2,000 (except gifts from the Coast Guard Foundation, Coast Guard Alumni Association, and Coast Guard Parents Association)..	Accepting Authority as above,, Commanding Officers (O-6 and above).. Further delegation is not authorized.

- (1) Gifts that shall only be accepted by the Director of Finance and Procurement [[Commandant ((G-CFP))]] or higher authority are: Real property; personal property including cash and checks valued at more than \$5,000; all gifts from the CG Foundation, CGA Alumni Association and CGA Parents Association, gifts from foreign travel and travel expenses except for domestic travel for Coast Guard bands, honor guards, drill teams, air show participants, and personnel handling static displays..
- (2) CO's//ONNC's and O-6's/civilian equivalent and above may accept gifts from foreign governments if refusal will embarrass the Coast Guard; ensure foreign gift reporting requirements (as set forth in paragraph 5-W-9) are met..
- (3) Commands with gift acceptance authority shall provide gift acceptance services to their subordinate units.. Commandant((G-CFP)) shall provide these services to HQ units for gifts that exceed the commanding officer's acceptance authority..
- (4). Commands such as the Academy that receive frequent gift offers and are asked by offerors for gift suggestions may appoint a Gift Coordinator to liaison with offerors and coordinate gift suggestions if asked by offerors..
- (5) Offers whose value exceeds \$2,000 must be reviewed by the finance division and legal office of the approval authority before acceptance. If offeror is a prohibited source, a written conflict of interest determination must be completed before the gift may be accepted.

3. Policies for Handling Offers.

- a. Do not solicit gifts
- b. Gifts to the Coast Guard may be accepted only at units with CO's 06 and above. All CO's/OINC's may refuse a gift to the Coast Guard provided refusal does not cause embarrassment to the Coast Guard. All offers not refused which are beyond the acceptance authority of the recipient shall be forwarded up the chain of command for resolution along with a disposition recommendation. Carefully consider gift offers and exercise discretion in the acceptance of gifts, bequests and devises. In some cases it may be in the best interest of the Coast Guard to decline a gift offer. Consider the following factors, among others, in determining whether acceptance of the gift is permissible: does acceptance create a potential conflict of interest because of the source of the gift?; can the Coast Guard reasonably comply with any requirements imposed by the donor?; does acceptance of the gift serve a recognized need or objective of the Coast Guard?; are the costs and the administrative efforts required to accept and use the gift so extensive that acceptance of the gift is not cost beneficial?; and, are there specific considerations which suggest that acceptance of the gift would be inappropriate?
- c. Refer to Standards of Conduct, COMDTINST M5370.8 ((series)), for guidance concerning gifts offered to individual Coast Guard personnel.
- d. Only the CO/OINC or designated representative shall deal with persons making gift offers to the Coast Guard.
- e. Obtain pertinent information on the gift offer including: name/organization of offeror; description, value and condition of item; how the offeror wants the gift used and if the item must be returned to the offeror. Gifts of travel must be processed in accordance with the procedures set forth in the GSA Travel Rule, 41 C.F.R. Part 304-11. Specifically the request must include the following information: the name, address and description of the nonfederal source; the nature of the event which the travel is related to; the justification for attendance by agency personnel at the event; and the justification for acceptance of travel expenses. Sample letter requests for accepting gifts of travel are found in enclosures ((5-3)) and ((5-4)).

- f.. Do not take custody of gifts pending formal acceptance. Request guidance via the chain of command in unusual circumstances.
GIFTS/REIMBURSEMENTS OF TRAVEL MUST BE APPROVED IN ADVANCE.
- g. Handle cash, checks ((payable to the USCG)), etc.. in accordance with procedures established by the Finance Center. Ensure gift property is recorded on property records. Special rules govern the disposal of gift property; seek guidance via the chain of command.

4. Accepting Authority Action.

- a.. Ensure the offer is reviewed by the appropriate authority ((e.g., the unit comptroller, FINCEN and legal counsel)), and: accept the gift if it is within the gift acceptance authority's acceptance limits and gift acceptance criteria is met; or, forward the offer to the next level in the chain of command; or decline acceptance of the gift provided refusal will not embarrass the Coast Guard..
- b.. For gifts that are accepted or declined, the donor along with the unit that received the offer must be notified in writing.
- c.. If the offer is forwarded to the next level in the chain of command, provide amplifying information so as to enable a determination to be made as to whether the gift should be accepted; and include an appropriate recommendation. In addition, the recipient shall thank the offeror, noting that the offer has been forwarded for disposition in accordance with agency policy..
- d.. Sample approval letters, special instructions for preparing travel orders and other documentation requirements needed to approve travel related to performances by Coast Guard bands, honor guards, drill teams, air show participants, and exhibitory personnel handling static displays are available from the servicing legal office, MLC((ff)) or Commandant ((G-CFM)).. Travel orders shall cite applicable UNIT accounting data; any cash payments accepted shall be credited to the account cited on the travel orders.. In the case of a payment in kind, a pro rata reduction shall be made in any entitlement of the member.. Gift acceptance of travel expenses does not eliminate the requirement under COMDTINST 5000.5((series)) to obtain advance authorization via country clearance from the American Embassy before

traveling overseas.. Prior approval is required for acceptance of all gifts/reimbursements of travel..

5. Custody Before Acceptance. As a matter of policy,, Coast Guard personnel are not permitted to accept physical custody of a gift from its donor until the gift has been formally accepted by the Coast Guard. In circumstances where this is impractical ((for example,, the donor insists on transferring custody)),, refer the donor to the cognizant gift acceptance authority.. Notify the cognizant gift acceptance authority by the most expeditious means via the chain of command and obtain disposition instructions. Meals,, entertainment and other items that must be used immediately should be refused. Money,, checks and securities except gifts to a morale fund valued less than \$2,000 shall be deposited in the CG Gift Fund. Follow Finance Center established procedures to accomplish this.. Gifts to the morale fund valued at less than \$2,000 shall be deposited in the morale fund in accordance with policies and procedures outlined in the Coast Guard Morale,, Welfare and Recreation Manual,, COMDTINST M1710.13((series))..
6. Conveyance and Transfer of a Gift.. Necessary fees,, charges and expenses in connection with conveyance or transfer of any such gifts,, devises or bequests are properly chargeable to unit AFC-30 funds..
7. Bands,, Honor Guards and Displays.. The provisions of the Public Affairs Manual,, COMDTINST M5728.3((series)) apply to private sponsorship of the Coast Guard Band and Coast Guard Honor Guard activities and displays of Coast Guard aircraft,, including commercial air shows.. The Air Operations Manual,, COMDTINST M3710.1((series)) sets forth specific guidance regarding the participation of aircraft in flight and static displays..
8. Semiannual Report..
 - a.. MLC/District Commanders,, the Superintendent of the Academy and Commanding Officers of headquarters units with permanently assigned legal officers shall make semiannual reports to Commandant(G-CEM) on gift activities.. Gifts valued at less than \$2,000 and that do not involve foreign gifts,, travel or real property need not be reported.
 - b.. These reports shall be for the periods:
1 October through 31 March and 1 April through 30 September and are due to Commandant(G-CEM) no

later than 30 days after the close of the reporting period.

- c.. Instructions for preparing the reports will be provided by Commandant ((G-CFM)) .

9. Foreign Gifts.

- a.. Gifts from foreign governments. Special rules govern the acceptance of gifts offered by foreign governments. For example, tangible gifts of more than minimal value ((as defined in regulation prescribed by the General Services Administration)) may be accepted by Coast Guard personnel on behalf of the United States if it appears that refusing the gift would likely offend or embarrass the donor or otherwise adversely affect the foreign relations of the United States.. Gifts whose retail value does not exceed the minimal value may be accepted by Coast Guard personnel under the same circumstances, but may be retained by the employee.. Coast Guard personnel who receive an offer of or accept a gift from a foreign government shall immediately report it to their superior. The member's command shall ensure that a written report of the offer or acceptance is made via the chain of command to Commandant ((G-CFM-3)) within 30 days of the date the gift is offered or accepted. Contact Commandant ((G-CFM-3)) for guidance concerning the required reporting format. Commandant ((G-CFM)) shall provide guidance concerning the disposition of tangible gifts whose retail value exceeds the minimal value.
- b.. Gifts received in foreign countries from donors who are not foreign governments. The special rules governing the acceptance of gifts offered by foreign governments do not apply to gifts offered by or accepted from foreign entities ((e.g., corporations, private associations)). Instead the policies and procedures set forth in paragraphs 5-W-3 through 5-W-8 of this Manual shall apply..

10.. Property and Accounting Records.

- a.. Gifts of personal property other than cash, checks or securities shall be recorded in applicable property records in accordance with the Property Management Manual,, COMDTINST M4500.5 ((series)) or Real Property Manual,, COMDTINST M11011.9 ((series))..

- b.. Gifts of cash, checks or securities except for gifts to morale funds less than \$2,000 shall be recorded in official Gift Fund accounting records in accordance with the Finance Center SOP,, FINCENSTFINST M7000.1.. Gifts to morale funds valued less than \$2,000 shall be deposited to the morale fund in accordance with policies and procedures outlined in the Coast Guard Morale,, Welfare and Recreation Manual,, COMDTINST 1710.13 ((series))..

11.. Management of Gift Property.

- a.. Gifts of personal property and real property shall be used in accordance with applicable directives ((e.g., Morale,, Welfare and Recreation Manual,, COMDTINST M1710.13 ((series)), and Property Management Manual,, COMDTINST M4500.5 ((series)), and Real Property Manual,, COMDTINST M11011.9 ((series))>).. A triennial utilization survey of tangible items received as gifts must be conducted in accordance with procedures set forth in paragraph 2-G-5-b, Property Management Manual,, COMDTINST M4500.5..
- b.. SPECIAL PROCEDURES GOVERN THE DISPOSAL OF GIFT PROPERTY: Proceeds from sales may be deposited in the Gift Fund,, if consistent with the terms of the gifts.. Contact Commandant ((G-CFM)) for information on how this is accomplished.

12. Management of Gifts of Securities. Commandant ((G-CFM)) is designated custodian of all securities received as gifts.. Commandant ((G-CFM)) or its designee exercises voting rights with respect to proxies,, determine the disposition of all stock options offers and dividend payments,, and decides when to convert securities to cash,, ((unless such a disposition is specifically prohibited under the terms of the gift))..

13.. Gift Fund Financial Management.

- a.. The Coast Guard Gift Fund is one of the funds subject to the internal control and financial statement/audit requirements imposed by the Chief Financial Officer Act.. unless otherwise prohibited by law,, gifts of money are to be expensed in accordance with the terms of the gift.. In order to maximize the usefulness of the gift,, the principal will normally be invested in Treasury bills with interest earned expended to satisfy the gift requirements. However,, the administrator of the gift can request authority to expend a portion or all of the principal for

special projects! The Finance Center will maintain the Gift Fund accounting records ((including the Yard and ICP's)) and will invest available funds based on spend plan needs and in consultation with Commandant ((G-CFM.)) Units will generally be provided with special gift fund PES reports..

b.. Units with gifts in the gift fund shall provide the following to Commandant ((G-CFM)):

- (1) By 15 August: A spend plan for approval.. The plan should contain an itemized list of planned expenditures and amounts.. Approved plans shall be returned by 1 October.. Commandant ((G-CFM)) will provide the Finance Center with a copy of approved spend plans of each year so that investment decisions can be made and to insure liquid assets are available to meet planned expenditures.
- (2) By 15 October: Year end list of expenditures by gift for the fiscal year ending on 30 September.. Commandant((G-CFM)) will monitor large dollar gifts on the report to ensure that expenditures incurred are in compliance with the gifts purpose as specified by the donor..

c.. Investment of funds is an interactive decision that depends upon the income stream needed to meet planned expenditures.. Investment decisions commit the funds for six months to one year.. Therefore, in order to assure the availability of funds,, Gift Fund expenditures should not be made unless submitted and approved by Commandant ((G-CFM)) on the annual spend plan.

d.. Commandant ((G-CFM)) shall review gift accounts which have no disbursements and shall take appropriate action.

Enclosure (5-1) FUND REQUEST FORMATS

1. Message Format.

FM: (ATU)
TO: COMMANDANT//G-(Operating/Support Manager), G-
(AFC/Target Mgr), G-(Appn Mgr)//

INFO (~~CHAIN~~ OF COMMAND)

BT

UNCLAS // N07130//

SUBJ: REQUEST FOR (Appn) FUNDS (AFC/Project)

A. (Ref if any)

1. (AFC/Project) funds of \$(Amount) are requested (Qtr)
FY-(YR)
2. Justification, details, etc.

BT

2. Letter Format.

Use comparable format. Address to Manager/Support Manager.

Copies to AFC Target Manager and Appropriation Manager.

All requests must clearly state actual amount requested,
AFC/Project, quarter, and FY with justification and details.

Appropriation Item	Amount (\$)	Approval	
OE, RT per transaction or cumulative per requirement	AFC- Same Office Non- recurring AFC- Same Office Recurring	<1,000K >1,000K <1,000K >1,000K	Office Chief Director of Resources Appropriation Mgr Director of Resources
AC&I, AB, (Cumulative per project)	AFC Different Offices Existing project	<1,000K >1,000K <500K >500K	Appropriation Mgr Director of Resources via Appropriation Mgr Appropriation Mgr Director of Resources
RDT&E (Cumulative per project)	New project Existing project	All <200K >500K	Director of Resources Appropriation Mgr Director of Resources
RP, PF, OS, BSA, YF, SF, MISC	New project Target	All All	Director of Resources Appropriation Mgr
Refunds between appropriations		All	Director of Resources

NOTES: (1) Cancellation or major change in scope of a program or project, or use of earmarked funds usually requires Congressional approval.

(2) Where specific written policy direction has already been approved at the appropriate staff level, the Budget Division may sign transfer authorizations which implement that policy direction, regardless of amount.

U.S. Department
of Transportation

United States
Coast Guard



Memorandum

Subject: ACCEPTANCE OF PAYMENT FOR DOMESTIC
TRAVEL UNDER GSA RULE

Date:

5370

From: (Supervisor of invitee)

Reply to
Attn. of:

TO: (Acceptance Authority)

Ref: (a) Article ~~5-W-3~~, Financial Resource Management Manual. COMDTINST M7100.3A

I. Based upon the following information, your acceptance of a payment of travel expenses under ~~41 C.F.R. Part 304-1~~ is requested.

- a. Name and position of traveling employee:
- b. Name, address and description of the non-Federal source:
- c. Nature of meeting or similar function:
- d. Justification for attendance of employee at meeting:

(State that the travel is: **(1)** related to the employee's official duties; **(2)** it is beneficial to the Coast Guard; **(3)** it is for attendance at a "meeting or similar function"; **(4)** it takes place away from the employee's duty station and that the employee will be in a travel status.)

- e. Justification for acceptance of travel expenses. There is no conflict of interest that would prevent acceptance of payment. In reaching this conclusion, I have considered:
- f. (Discuss: **1)** the identity of the non-Federal source; **2)** the purpose of the meeting or similar function; **3)** the identity of the expected participants; **4)** the nature and sensitivity of any matter pending at the agency that could affect the interests of the non-Federal source) **(If there are pending matters, describe them); 5)** the significance of the employee's role in any such matter **(if the employee has a significant role, payment may not be accepted);** and, **6)** the monetary value and character of the travel benefits offered by the non-Federal source.)

Therefore, acceptance of the travel expenses is authorized by the GSA Travel Rule and the Joint Federal Travel regulations.

- f. Time and place of meeting:
- g. Nature of expenses covered: (Lodging, meals, and round-trip transportation between the employee's duty station and the site of the meeting/conference.)
- h. Amount and method of payment. Payment will be made to the Coast Guard by check (or, in ~~kind~~) to cover the following expenses:

(Round-trip air) Transportation-----\$_____

Meals-----1-----11-----1-----1-----\$_____

Lodging11-----11-----11-----111-----111-----\$_____

Total 1-----1-11-----1-----111-----1-----1-----\$_____

(If any of the costs exceed the limitations allowed by the travel regulations, indicate whether the cost(s) will be paid in full by the non-Federal source and if the costs are comparable in value to that offered to, or purchased by, other individuals attending the meeting or conference. Also, specify that air transportation, if applicable, is via coach class in accordance with Department of Transportation policy.)

- 2. Your acceptance is recommended. As indicated below, the (name of servicing legal office) concurs in this acceptance.

(SIGNATURE OF EMPLOYEE'S SUPERVISOR)

- Encl:**
- (1) Employee's travel orders
 - (2) Invitation to meeting or similar function
 - (3) Background information on non-Federal source

APPROVE: _____ CONCUR: _____

DISAPPROVE: _____ NONCONCUR: _____

DATE: _____ DATE: _____

(name of Acceptance Authority)

(servicing legal office for acceptance authority)

U.S. Department
of Transportation

United States
Coast Guard



Memorandum

Subject: ACCEPTANCE OF PAYMENT FOR FOREIGN
TRAVEL

Date: 5370

From: (Flag-level supervisor of invitee)

Reply to
Attn. of:

TO: Vice Commandant

Ref: (a) Article 5-W-3, Financial Resource Management Manual, COMDTINST M7100.3A

I Based upon the following information, your acceptance of a payment of travel expenses under 41 C.F.R. Part 304-1 is requested.

- a. Name and position of traveling employee:
- b. Name address and description of the non-Federal source:
- c. Nature of meeting or similar function:
- d. Justification for attendance. of employee at meeting:

(State that the travel is: 1) related to the employee's official duties; 2) it is beneficial to the Coast Guard; 3) it is for attendance at a "meeting or similar function"; 4) is takes place away from the employee's duty station and that the employee will be in a travel status.)

- e. Justification for acceptance of travel expenses. There is no conflict of interest that would prevent acceptance of payment. In reaching this conclusion, I have considered:

(Discuss: 1) the identity of the non-Federal source; 2) the purpose of the meeting or similar function; 3) the identity of the expected participants; 4) the nature and sensitivity of any matter pending at the agency that could affect the interests of the non-Federal source) (if there are pending matters, describe them); 5) the significance of the employee's role in any such matter (if the employee has a significant role, payment may not be accepted); and, 6) the monetary value and character of the travel benefits offered by the non-Federal source.)

Therefore, acceptance of the travel expenses is authorized by the GSA Travel Rule and the Joint Federal Travel Regulations.

- f. Time and place of meeting:

g. Nature of expenses covered:

(Lodging, meals, and round trip transportation between the employee's duty station and the site of the meeting/conference. If the donor is a foreign government, add the following sentence: The gift of air travel may be accepted under the GSA Travel Rule. The gift of (ground transportation, meals and lodging) will be accepted under the Foreign Gifts Act: the donor is a foreign government; the gift is for travel-related expenses taking place entirely outside the United States; and, acceptance is consistent with the interests of the United States and not prohibited by agency policy. 5 U.S.C. 7342(c)(1)(B)(ii).)

h. Amount and method of payment. Payment will be made to the Coast Guard by check (or, in kind) to cover the following expenses:

(Round-trip air) Transportation-----\$ _____
Meals 11111-11-1-111-1-----\$ _____
Lodging 1-111-11111-111-----\$ _____
Total-----111-----1-1-1-1-----\$ _____

(If any of the costs exceed the limitations allowed by the travel regulations, indicate whether the cost(s) will be paid in full by the non-Federal source and if the costs are comparable in value to that offered to, or purchased by other individuals attending the meeting or conference. Also specify that air transportation, if applicable, is via coach class in accordance with Department of Transportation policy.)

2. Your acceptance is recommended. As indicated below, the Chief Counsel of the Coast Guard concurs in this acceptance.

(SIGNATURE OF EMPLOYEE'S FLAG-LEVEL SUPERVISOR)

- Encl:** (1) Employee's travel orders
(2) Invitation to meeting or similar function
(3) Background information on non-Federal source

APPROVE: _____ CONCUR: _____

DISAPPROVE _____ NONCONCUR: _____

DATE _____ DATE: _____

Vice Commandant

Chief Counsel